



BOARD of ZONING APPEALS

Application for a Zoning Variance

Department of Community Development
240 Columbus Ave Sandusky, Ohio 44870
419.627.5891
www.cityofsandusky.com

Instructions to Applicants

MEETINGS: 3rd Thursday of each month at 4:30 P.M.* – City Commission Chamber, First Floor of City Hall.

**Meeting dates are subject to change. Please check www.cityofsandusky.com/BZA for an updated schedule.*

DUE DATE FOR SUBMITTALS: Applications are due by 5:00 P.M. on the date of the preceding month's Board of Zoning Appeals meeting.

WHO MUST ATTEND: The property owner, or the authorized agent of the owner, must be present at the BZA meeting for all variance requests.

APPLICATION FEE: \$100

SUBMISSION REQUIREMENTS: Please provide either a hard copy or electronic copy of the following:

- 1) Completed application
- 2) Copy of a site plan (drawn to scale and dimensioned) which shows the following items (as applicable):
 - a) Property boundary lines
 - b) Building(s) location
 - c) Driveway and parking area locations
 - d) Location of fences, walls, retaining walls
 - e) Proposed development (additions, fences, buildings, etc.)
 - f) Elevation drawings for height variances
 - g) Setbacks from lot lines for existing & proposed construction
 - h) Location of other pertinent items (signs, outdoor storage areas, gasoline pump islands, etc.)

Please note that the granting of a variance is not a Building Permit. A separate Building Permit must be issued prior to all construction.

Submit application and materials to:

City of Sandusky
Department of Community Development
240 Columbus Ave.
Sandusky, OH 44870

Contact Alec Ochs, Assistant Planner, at 419-627-5973 or aochs@ci.sandusky.oh.us with any questions.

Application for Board of Zoning Appeals

STAFF USE ONLY:

Filing Date: _____ Hearing Date: _____ Reference Number: _____

Address of Property (or parcel number) for Variance Request: _____

Name of Property Owner: _____

Mailing Address of Property Owner: _____

City: _____ State: _____ Zip: _____

Telephone #: _____ Email: _____

If same as above check here

Name of Applicant: _____

Mailing Address of Applicant: _____

City: _____ State: _____ Zip: _____

Telephone #: _____ Email: _____

Description of Proposal:

Variance Requested:

Section(s) of Zoning Code:

Signature of Property Owner

Date

Signature of Authorized Agent

Date

PRACTICAL DIFFICULTIES

(For ALL variance requests)

According to Chapter 1111.06(c)(1) of the Sandusky Code of Ordinances, the Board of Zoning Appeals must determine that a “practical difficulty” exists in order to approve a variance. The Board must consider the following factors. Please completely fill out all sections:

- 1) Would the variance be substantial?

- 2) Would the variance substantially alter the character of the neighborhood or would adjoining property owners suffer a substantial detriment because of the variance?

- 3) Would the variance adversely affect the delivery of government services (e.g. water, sewer, fire, police)?

- 4) Was the property purchased with the knowledge of the zoning restrictions?

- 5) Can the property owner’s predicament be resolved through some method other than a variance?

- 6) Would the spirit and intent behind the zoning requirement would be observed and substantial justice done by the granting of the variance?

- 7) Would the property yield a reasonable return or can there be a beneficial use of the property without a variance?

- 8) Would the granting of the variance be contrary to the general purpose, intent and objective of the Zoning Code or other adopted plans of the City?

UNNECESSARY HARDSHIP

(ONLY for variance requests involving a use of the property that is not permitted by the Zoning Code)

According to Chapter 1111.06(c)(2) of the Sandusky Code of Ordinances, the Board of Zoning Appeals must determine that an “unnecessary hardship” exists in order to approve a use variance. The Board must determine that ALL of the following conditions have been met. Please completely fill out all sections:

- 1) Does the variance request arises from such a condition which is unique and which is not ordinarily found in the same zoning district; and is created by the Zoning Code and not be an action or actions of the property owner or the applicant?

- 2) Would the granting of the variance will adversely affect the rights of the adjacent property owners or residents?

- 3) Does the strict application of the Zoning Code of which the variance is requested constitute unnecessary hardship upon the property owner or the applicant?

- 4) That the variance desired will not adversely affect the public health, safety, morals or general welfare.

- 5) That the granting of the variance desired will not be opposed to the general spirit and intent of the Zoning Ordinance



2023
BOARD OF ZONING APPEALS
MEETING DATES AND FILING DEADLINES

	FILING DEADLINE	MEETING DATE
JANUARY	12/15	1/19
FEBRUARY	1/19	2/16
MARCH	2/16	3/16
APRIL	3/16	4/20
MAY	4/20	5/18
JUNE	5/18	6/15
JULY	6/15	7/20
AUGUST	7/20	8/17
SEPTEMBER	8/17	9/21
OCTOBER	9/21	10/19
NOVEMBER	10/19	11/16
DECEMBER	11/16	12/21

The Board of Zoning Appeals will typically meet on the third Thursday of every month. The meetings are held in the City Commission Chamber, 240 Columbus Ave at 4:30 p.m. Meeting times, locations, and dates are subject to change with prior notice. Any changes will be posted to the City website.